This script is meant to support your viewing experience of the Rhode Island Child Care Stabilization Fund. Review of this script is not a substitute for participating in the required recorded webinar.

Rhode Island Child Care Stabilization Fund Webinar Script- FCC

Slide #		
1.	Welcome to the RI Child Care Stabilization Fund Webinar for Family Child Care Home providers. For the purpose of this webinar, eligible providers include: • Licensed family child care homes • Licensed group family child care homes, and DHS-approved License exempt providers. This webinar has been designed to support you in your understanding of the RI Child Care Stabilization Fund and how you can participate.	 **Rhode Island Child Care Stabilization Fund** Introductory Webinar: Family Child Care Homes March 2021
2.	In this four-part session, we will cover: • Part 1: Introduction, purpose of the grant funds, and detailed grant overview *(Start time: 1:23)* • Part 2: Detailed instructions for applying *(Start time: 6:26)* • Part 3: Guidance on spending funds *(Start time: 19:53)* • Part 4: A review of some frequently asked questions *(Start time: 22:24)* The webinar will close with details of technical assistance materials and resources available for you. This session is approximately 35 minutes. This is a self-paced webinar. You can start and stop it at any time. You may also rewind and review as needed. Section start times are noted in the PDF script accompanying this presentation and posted in the description of this video. Now, let's get started.	**Webinar Overview** Part 1 Introduction and Grant Overview Part 2 Detailed Instructions for Applying Part 3 Guidance on Spending Funds Part 4 Frequently Asked Questions
3.	*Part 1: Introduction and Grant Overview*	**Part 1: Introduction and Grant Overview**

4.	COVID-19 has significantly impacted child care providers in our State and across the country. Through the Rhode Island Department of Human Services (DHS) Fall 2020 COVID-19 Impact Survey Series responses submitted by providers like you, DHS understands the depth of financial and operational impact the pandemic has on the child care workforce in Rhode Island. The findings from the COVID-19 Impact Surveys clearly show RI child care providers need additional funding and support to remain open and continue operating in compliance with the updated health and safety regulations and protocols. In response to the data and information gathered in the survey, DHS advocated for additional federal grant funding for providers. As a result, in winter 2021, DHS was awarded federal funds through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) of 2021 by the Administration for Children and Families (ACF). DHS is excited to offer this opportunity to apply for CRRSA funds, which will be distributed through the RI Child Care Stabilization Fund. The purpose of these funds is to support the child care system's recovery during the COVID-19 pandemic and provide recommended categories of spending designed to stabilize the system's ability to effectively and safely serve young children.	
5.	All licensed family child care home-based providers, as well as license-exempt providers approved by DHS, are eligible to apply for this grant. Family child care home providers and group family child care home providers must be currently licensed by DHS and their license must be active, with programming open and available, to be eligible to apply and receive funds. License exempt providers must be approved by RI DHS.	

6.	Licensed group and family child care providers and licensed exempt providers are eligible for a flat-rate award amount based on their program type. Family child care providers are eligible to receive two flat-rate stipends of $1,500. Allowing for a total grant award of up to $3,000. Group family child care providers are eligible to receive two flat-rate stipends of $2,250. Allowing for a total grant award of up to $4,500. Licensed exempt providers are eligible to receive two flat-rate stipends of $400. Allowing for a total grant award of up to $800. (1) These are the fixed amounts. The department holds the discretion to modify this amount based on information submitted by applicants. As noted on the screen, DHS is administering both flat-rate stipends amounts in a single total award to home based providers to reduce the anticipated administrative burden of needing to apply during multiple application windows.	**Grant Awards** • Grant awards are fixed rate stipends by program type. • Programs are eligible for 2 stipends upon submission of 1 application. <table><tr><th>Provider Type</th><th>Grant Award Amount</th><th>Count of Stipends Available per Program</th><th>Total Award</th></tr><tr><td>Licensed Family Child Care Home</td><td>$1,500</td><td>2</td><td>$3,000</td></tr><tr><td>Licensed Group Family Child Care Hor</td><td>$2,250</td><td>2</td><td>$4,500</td></tr><tr><td>License Exempt</td><td>$400</td><td>2</td><td>$800</td></tr></table> 6 | RHODE ISLAND
7.	DHS aims to approve 2 stipends to eligible home-based providers, with any future, additional stipends dependent on the utilization of funds. Home-based providers will apply for both stipends through one grant application and will receive one payment. For example: A Family Child Care program will submit one grant application during application window 1. Upon DHS review and approval of their application, both of their $1,500 stipends will be issued in one, lump sum payment to the program totaling $3,000.	**Rounds of Funding** • DHS aims to approve 2 stipends to eligible home-based providers, with any future, additional stipends dependent on the utilization of funds. • Providers will apply for both stipends through 1 application during Application Window #1. **Application Window #1** • FCC Eligible (2 Stipends) • CCC Eligible (1 Stipend) **Application Window #2** • CCC Eligible (1 Stipend) **Application Window #3+** • TBD pending funds for all provider types 7 | RHODE ISLAND
8.	The tentative timeline for grant-related activities is as follows: Week of 3/22/2021- Webinar released March/29/2021 – May/7/2021 - Application window is open for Family Child Care Home providers. DHS aims to disburse funds within 30 business days of receipt and approval of each grant application.	**Timeline** | Webinar Released	Week of March 22, 2021
Round 1 Application Window Open	March 29, 2021 - May 7, 2021
Receipt of Funds	DHS anticipates disbursing funds within 30 business days of receiving a completed grant application*	 *Electing to receive funds by check may delay payment up to an additional 30 business days due to processing and mail delivery. 8 | RHODE ISLAND

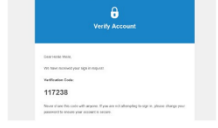| 9.	Providers may receive their approved grant funds through direct deposit or checks. DHS highly recommends providers take advantage of the direct deposit option as it will ensure a faster, more efficient delivery of funds. If you elect to receive a paper check, receipt of funds may be delayed by 30 business days. For questions related to setting up direct deposit, please contact ChildCareGrants@pcgus.com	**Payment Options** • Payments may be received by direct deposit or the receipt of a physical check by mail. • Electing to receive a payment by check may delay receipt of payment; direct deposit is the fastest way to receive funds. $ or ☑ Direct Deposit Check via mail For questions related to setting up direct deposit, please contact ChildCareGrants@pcgus.com
10.	*Part 2: How to apply* Now that you understand the grant, let's walk through how to apply.	**Part 2: How to Apply**
11.	The grant application is a fully online, cloud-based application. This means the application is accessible from any device with an internet connection and web browser, like a phone, tablet, or computer. Please note, while you may have a household member or outside support person help you complete your application, the licensee must be the individual whose name appears on the application and who ultimately submits the application. When the application is live, you will receive an email with a link to the application. The link to the application will also be available at http://kids.ri.gov/cabinet/ for you to refer to and access at your convenience. If you cannot access the application, please contact us at ChildCareGrants@pcgus.com	**How to Apply** All providers will receive an email including the link to the live application on March 29th. The application link will also be available at http://kids.ri.gov/cabinet If you cannot find the application link, please contact ChildCareGrants@pcgus.com
12.	When you navigate to the application link, start by book marking the page. This will make it easier for you to access the application website in the future, as needed. To complete the application in Spanish, select "Spanish" from the language drop down at the top left of the grant application screen. Before you can start an application on this site, you will need to create an applicant profile. From your applicant profile, you can submit new applications, view	**Getting Started** • Bookmark the application link for future use • If needed, translate the page into Spanish • Set up your application

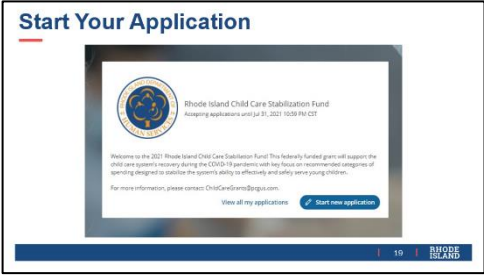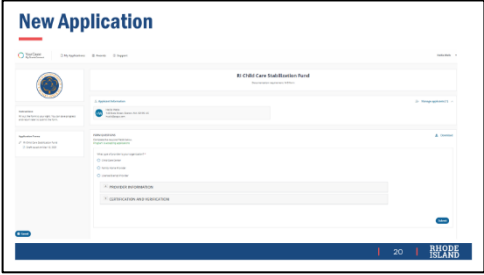|		
	submitted applications, and adjust applications that require attention. You can also check on the status of your application from your applicant profile.	
13.	Let's walk through creating an applicant profile. From the login screen of the grant application platform, select "Sign Up" in the top, right hand corner. From here, you will be prompted to enter basic demographic information, including: • Applicant first name and last name • Applicant email and phone number, and • Applicant address, including the number, street, city, state, and zip code.	**Creating a Profile**
14.	When you complete this section, you will be required to create a password for your account. Your password must: • Be at least 12 characters in length • Contain at least one symbol • Contain uppercase and lowercase letters, and • Contain at least one number. These criteria are on the sign up page for you to reference.	**Creating a Password** • Your password must: • Be at least 12 characters in length • Contain at least one symbol • Contain uppercase and lowercase letters, and • Contain at least one number
15.	After you have created an appropriate password, you are required to agree to the "Terms of Service" and the "Privacy Policy". To review the Terms of Services and Privacy Policy, select each of the hyperlinks attached to the document name in the agreement statement. To agree to the Terms of Services and Privacy Policy, select the check box to the left of the agreement statement. Then, select "Sign Up" at the bottom of the Applicant Registration page.	**Finalizing Your Account** • Accept the "Terms of Service" and "Privacy Policy" • Select "Sign up" at bottom of the registration page ☑ I agree to the Terms of Service and Privacy Policy Sign Up

16.	After selecting "Sign Up", you will receive a "Registration Confirmation" email. Navigate to the inbox of the email you used to register to view the confirmation email. You have 24 hours from the receipt of this email to confirm your registration. To do so, simply select "Get Started" in the email. This verifies your email address in the grant system and allows you to move forward with the application process. Be sure to check your spam or junk folders if you do not see the email in your inbox. If your registration confirmation expires because you are not able to confirm your email in the 24 hour window, you can resend the confirmation by selecting "Resend account verification email" which is located in the bottom left of the "Sign In" page.	
17.	When you sign into your applicant profile for the first time, you may be asked to verify your identity. Identity verification is done via a six-digit code that will be emailed to you. Simply enter the six-digit code from the email and select, "Sign In". If you are completing the grant application on a personal computer, we recommend you select the check box "Remember me on this computer". This will limit the need to re-verify your account at your next login.	
18.	When your applicant profile is successfully created and confirmed, you will gain access to the grant application. Before you begin the application, we recommend having a few things handy. 1. A completed and signed W-9 form. Submission of this form is a required part of your grant application. 2. Your DUNS number 3. Payment information, such as your bank account number, routing number, and account type 4. The number of children who are currently enrolled in your program 5. The number of full time and part time staff currently employed in your program For more details about materials you should have for completing your application, including links to download a W-9 or where to find your DUNS number, review the RI Child Care Stabilization Fund Application	
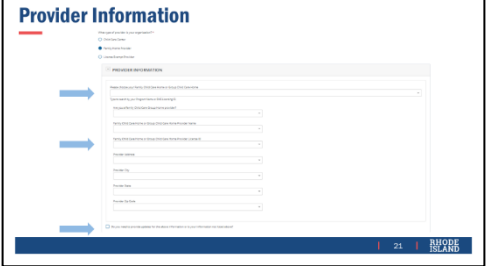
	Checklist. You can find this, and other resources at http://kids.ri.gov/cabinet/ .	
19.	Now that you have your materials ready, it's time to apply! You may start and stop working on the application at any time. If you stop working on the application prior to submitting it, it will be saved automatically as a draft and you may return to it through the home page of the application portal. You will be required to enter information into all fields marked with an asterisk (*). When you are ready to begin, simply select "Start new application".	
20.	You will be brought to a screen that looks like this. On this screen you will find: • Instructions • Application forms • Applicant information, and • Form questions Please note, as you complete the application, it will save automatically. The "Save" icon is on the left side of the page and will show a check mark that data has been saved. When it auto-saves, three dots will appear while the application is saving and update to the check mark once complete. The first question in the form asks you to identify your provider type. It is critical you select the correct provider type you are applying for because each application is uniquely tailored to the applicant type. As a home based provider, you will select "Family/Group Home Provider" if you are a licensed Family or Group Family Child Care Home provider, or "License Exempt Provider" if you are an approved licensed exempt provider.	

21.	Next, you will select the plus sign to the left of "Provider information". This will expand the form. This section will ask you to select your "Provider Information". This will include your license number and licensee name if you are a licensed program. Licensed exempt providers will select their name only. You may select from the drop down menu. For Licensed providers, you will be asked to select if you are a group home provider through a Yes or No drop down question. Licensed family child care providers will select "No", while Group Family Child Care Home providers will select "Yes". License exempt providers will not see this question. If your program information is incorrect or needs to be updated, you will select the check box indicating updates. This will open additional fields for you to provide updated program information.	
22.	Once your program is identified, complete the fields for: • The program name or Doing Business As ("DBA") name • DUNS number, and • Indicating if you are the contact person. You are also required to upload an up-to-date, signed W-9 form to the file submission on this form. If you do not have an up-to-date, signed W-9 available, you can download a blank W-9 from the application form for you to complete and sign. You can also visit https://www.irs.gov/pub/irs-pdf/fw9.pdf to access a blank W-9 form at any time. You will then be asked to confirm • Your title • Phone number • Email address • If your program is currently open/operating or has a plan to reopen/resume operations in the next 60 days • Total number of children currently enrolled in your program. • Total number of full time and part time staff on payroll Remember, if you need assistance in gathering any of this information, be sure to check out the resources	

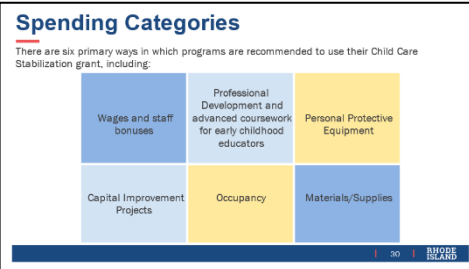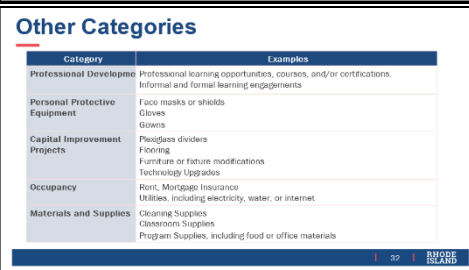|	available to you at http://kids.ri.gov/cabinet/ or contact support at ChildCareGrants@pcgus.com	
23.	There are several additional questions that will need to be completed, including how/if COVID-19 has impacted your business, your program's ability to remain open for at least 90 days after the award, and for which spending categories you plan to use these funds.	
24.	This concludes the provider information section of the application. Before submitting the application, you must complete the certification and attestation section of the application. Select the plus sign to expand this section, which includes several statements that certify your understanding of the grant, the allowable spending for the grant funds, and other essential details about the grant. On this screen, you will be prompted to select "Agree" or "Disagree" to these statements.	
25.	Once you read and agree to the certification statements, you will enter your payment information. The next section of the application collects your banking information to receive your grant award. You will be asked if your program has a checking or savings account. If it does, you will be prompted to enter program's bank account information for direct deposit, including: • Name of the account holder • Account number • Routing number • and whether the account is a checking or savings account Direct deposit is the recommended approach for receiving grant funds due to the efficiency of processing and disbursing funds. If you select the option to receive a mailed check, you may elect to receive your check to the business address listed on your W-9 form or to the program address on file with DHS.	

	Please keep in mind, electing to receive a paper check may delay payment up to 30 business days. If you need assistance setting up a direct deposit pathway for your business, please reach out to ChildCareGrants@pcgus.com	
26.	Once your bank information is entered, you will be required to read the attestation, certify the application's accuracy, and digitally sign the application by typing your first and last name and selecting the date. Once complete, you can select submit.	**Complete Submission**
27.	When you submit your application successfully, a green notification will appear on your screen indicating successful completion. You will also receive a confirmation email.	**Confirmation of Submission**
28.	Once you successfully submit your application, your applicant profile will show the submitted application on the dashboard with the status "awaiting review". From here, you can click into your application to review at any time. You can check on the status of your application in your applicant profile at any time by logging into your applicant profile and viewing your submitted application. This screen will provide you with the status of your application. Once awarded, the status will be updated to award. The application portal will not be updated to reflect if a direct deposit or check has been distributed, only that is has been awarded. If you have any questions about the status of your application or need assistance tracking the status of your payment, please contact us at ChildCareGrants@pcgus.com	**Monitoring Application Status**

29.	Part 3: Guidance on Spending Funds Now that you know how to apply, let's talk about how you can use the funds you may receive.	
30.	There are six primary ways in which programs can use their awarded Child Care Stabilization Fund money, including: • Wages and staff bonuses • Professional Development and advanced Coursework for early childhood educators • Personal Protective Equipment • Capital Improvement Projects • Occupancy • Materials/Supplies	
31.	Programs are strongly encouraged to use their awarded funds to support their staff through wage increases or bonuses. DHS recognizes the hard work early educators and program staff have conducted over the past year and we hope this grant funding can provide them with one-time or ongoing financial relief.	
32.	Additional allowable expenditures for awarded funds include: • Professional Development and advanced Coursework for early childhood educators: This may include professional learning opportunities, courses, and/or certifications. These can be both informal and formal learning engagements. • Personal Protective Equipment such as face masks or shields, gloves, and gowns. • Capital Improvement Projects: This may include facility upgrades such as plexiglass dividers, flooring, furniture or fixture modifications, and technology upgrades. • Occupancy purposes, such as rent, mortgage insurance, and utilities, such as, electricity, water, and internet, and • Materials and Supplies, which may include cleaning supplies, classroom supplies, and other program supplies.	

33.	As these are federal funds being used to support your business operations, there is always a possibility you may be audited to ensure funds were spent appropriately. You must keep a record of receipt of funds as well as a record of how these funds were spent. This may be done by retaining receipts of purchase, documentation around increases in staff wages or stipends or bonuses, or invoices. Additional guidance related to potential auditing or record keeping requirements may be found on the ACF website under Office of Child Care COVID-19 Resources https://www.acf.hhs.gov/occ/training-technical-assistance/office-child-care-covid-19-resources . For questions about spending awarded funds, contact ChildCareGrants@pcgus.com	
34.	Part 4: Frequently Asked Questions Let's review a few frequently asked questions now. If you have any additional questions, check out the FAQ document which can be found at http://kids.ri.gov/cabinet/. You may also reach out to: ChildCareGrants@pcgus.com	
35.	**Q. What if I need help completing my application?** A. RI DHS has provided several resources to assist you should you have questions about the grant application process: 1."How to Apply" recorded webinars, which you can access at any time 2. Weekly office hours: Be sure to check out http://kids.ri.gov/cabinet/ for updated office hours and access information. 3. Provider support email inbox – Send questions to ChildCareGrants@pcgus.com for additional support in completing the grant application. You may also submit a request for a 1:1 phone call in English or Spanish through this email inbox.	

36.	**Q: Do I have to accept CCAP (Child Care Assistance Program) or participate in BrightStars to be eligible to apply for funds?** A: No. Every licensed child care program and approved license-exempt providers are eligible for this grant, regardless of their participation in CCAP or BrightStars. **Q: I'm a child care provider outside of Rhode Island, but I serve Rhode Island children. Am I eligible to apply?** A: No. Programs must be located in Rhode Island to apply.	
37.	**Q: When will I receive the funding?** A: DHS expects for payments to be made within 30 business days of receipt of a completed application. **Q: Do I have to provide spending receipts to DHS after the award has been made?** **A:** DHS is not currently requiring the submission of receipts or proof of spending. However, these federal funds may be subject to federal audit, in which case proof of spending and receipts will be crucial to ensure funds were spent appropriately. It is a business best practice to keep records of all funds spent related to your business. **Q. Where can I find additional resources and support?** A: Additional resources and support are available to you at http://kids.ri.gov/cabinet/. As part of DHS's desire for programs to apply, you can expect a phone call from a technical assistance support organization to support you in completing your application.	
38.	Thank you for participating in this webinar – we hope this has been helpful to you! If you have questions or feedback regarding the webinar and any of its contents, please reach out at ChildCareGrants@pcgus.com. Our next webinar will be made available mid-April and will discuss fund spending guidance. We will send more details via email and further information can be found at http://kids.ri.gov/cabinet/.	